



# FORT BEND COUNTY COURTS

## How to Request Language Assistance Services

**Court's Language Assistance Policy – If a litigant, party, client, witness or any person associated with the court proceeding has difficulty communicating in the English language during a court hearing or needs a document translated into English, the attorney or Limited English Proficient (LEP) person must make a written request for interpretation or translation services. If needed, assistance in filling out the request form is available. The Court will cover all costs associated with interpretation or translation services in ALL court proceedings.**

Interpreting Request Forms are available on the County Court's webpage at [fbctx.gov/languageaccess](http://fbctx.gov/languageaccess). Printed copies are also available in each courtroom and at the Justice Center Information Desk located on the first floor.

Completed forms must be submitted to the Court Coordinator copying Language Access at least **72 hours before any appearance, hearing, or trial** at which counsel reasonably anticipates the need for language interpretation in one of the following nine languages:

Spanish  
Vietnamese  
Chinese

Urdu  
Malayalam  
Tagalog

Gujarati  
Hindi  
Arabic

Counsel or individuals representing themselves should give fourteen (14) days' notice for the need for Language Interpretation Services in any other language. All interpreters serving in County Courts at Law or District Courts must be a Master Licensed Certified Court Interpreter, unless otherwise specified by statute.

*Exceptions to these deadlines may be made in certain cases at the discretion of the Judge. Observing these timelines aids in finding competent and licensed interpreters.*

It is the responsibility of the attorney or LEP person to complete the request form and return it to the Court Coordinator, either in person or by email. **For more information about interpretation or translation services, please call 281-633-7658 or email us at: [languageaccess@fbctx.gov](mailto:languageaccess@fbctx.gov).**